

MICROCOPY RESOLUTION TEST CHART
NATIONAL BUREAU OF STANDARDS-1963-A



JOB LANGUAGE PERFORMANCE REQUIREMENTS FOR #95C MOS CORRECTIONAL SPECIALIST

REFERENCE SOLDIER'S MANUAL DATED

6 February 1978

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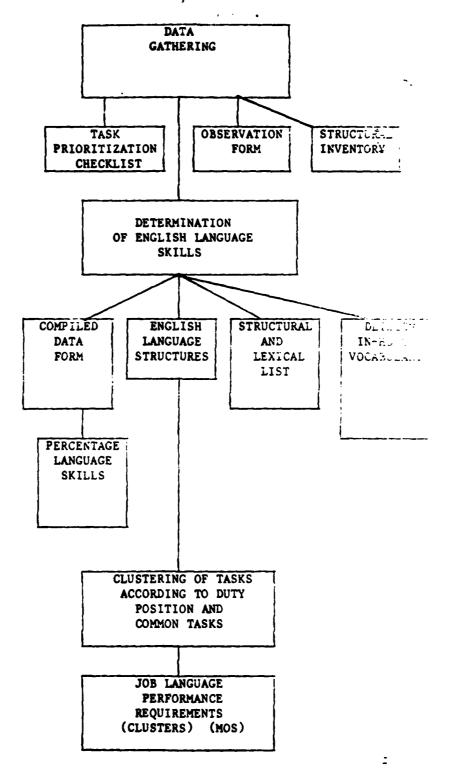


FIGURE 1

\*Defense Language Institute English Language Center

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The Job Language Performance Requirements (JLPR) study was conducted to determine language tasks the soldier must do in studying/performing job tasks. The language skills (listening, reading, writing, speaking) required to learn each Army job task were identified, conditions studied and standards determined. The data that generated the JLPR is identified.	

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#### PREFACE

## INSTRUCTIONS FOR REVIEW OF JOB LANGUAGE PERFORMANCE REQUIREMENTS

This report is organized in six main sections. Sections I-IV discussmethods, forms and rationale for gathering, organizing and analyzing rescundata used to develop Job Language Performance Requirements (JLPR). Please look through these sections to get a general understanding of the background underlying the JLPR. Sections V and VI are the major substantive portions the analysis. They are the results of the analysis and constitute the background for development of any MOS-oriented English language materials. Section V contains the JLPR by cluster/topic, while Section VI contains the JLPR covering the entire range of clusters/topics.

The appendices, one through eight, contain all the information used of determine the Job Language Performance Requirements. Please write and suggestions or changes directly on the document or attach additional modes if necessary.

The points covered in the six major sections are supported in greate. detail in eight appendices. Below is an overview of these appendices

Appendix one contains the Task Prioritization Checklist. It was to to the field to collect the raw data. This form was approved for use by some Department of the Army.

Appendix two contains the Task Inventory Compiled Data Form. It was used to organize data from Unit and AIT respondents.

Appendix three defines the language skills by percentage. This form includes computations of language skills for each task cluster.

Appendix four contains the Observation Form used in the recording of types of listening and speaking skills required, as seen by observers, in the learning and performing of a task. The variety of environmental situation is also included on this form.

Appendix five contains the final list of structural and lexical items found through data gathering and organization.

Appendix six contains the DLIELC in-house vocabulary list. This is a task by task listing of the vocabulary extracted from the Soldier's Manual.

Appendix seven contains the machine-generated vocabulary for this MOS prepared by the United States Army Training and Doctrine Command (TRADOC), Fort Monroe, Virgina.

Appendix eight contains the list of structural and lexical items requisite to this MOS.

Thank you for your cooperation. It is greatly appreciated. -

## SECTION I

# DATA GATHERING

# INTRODUCTION

This section discusses the procedures and forms in the gathering of data used to determine the Job Language Performance Requirements for this MOS.

#### SECTION I: DATA GATHERING

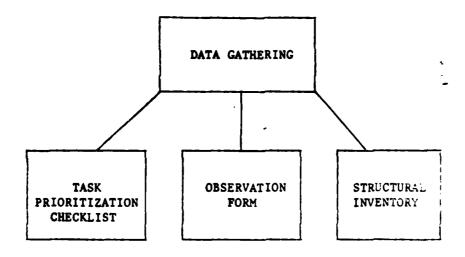


FIGURE 2

In order to establish Job Language Performance Requirements for this MOS the curriculum development specialists at the Defense Language Institutions, English Language Center (DLIELC) analyzed the current learning and word situations, and individual tasks. The goal was to collect data which woll help identify the Job Language Performance Requirements pertinent to this MOS.

To conduct this analysis, training specialists visited the AIT Sense. The Unit cadre. Interviews were conducted using a Task Prioritization Chec (Appendix 1). For each task, first-line supervisors answered the following questions:

- 1. Is the task taught?
- 2. How is the task taught?
- 3. Is the task tested?
- 4. How is the task tested?
- 5. How important are speaking, listening, reading and writing and lead and performing the task?
- 6. What are the results of poor performance in performing the tas...

Additional data were gathered through use of an Observation Form and analysis of language structures in the Soldier's Manual for this MOS.

The Observation Form (Appendix 4) was used to record actual observation of the learning situations, populations, tasks, and language.

The lexical and structural analysis was done by a panel of language specialists who first listed all structures found in the Soldier's Manual for this MOS and then all structures, standard and non-standard, moted on the Observation Forms for all vocabulary from the Soldier's Manual. All lists were then combined into an overall lexical and structural inventory.

## SUMMARY/CONCLUSION:

The tools for data gathering were:

- 1. The Task Prioritization Checklist (Appendix 1)
- 2. The Task Inventory Compiled Data Form (Appendix 2)
- . 3. The Observation Form (Appendix 4)
  - 4. A Structural and Lexical Inventory (consisting of rough drafts of all vocabulary and structures in this MOS).

These tools were used to form the data pool from which the Job Language Requirements were determined.

## SECTION II

# DETERMINATION OF ENGLISH LANGUAGE SKILLS

# INTRODUCTION

This section discusses the organization of the raw data into information used to determine the English language skills pertinent to this MOS.

## SECTION II: DETERMINATION OF ENGLISH LANGUAGE SKILLS

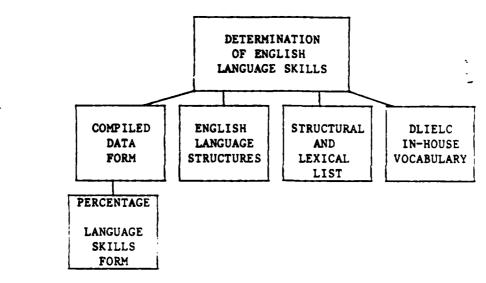


FIGURE 3

The raw data collected as described in Section II above was used to determine the English Language skills which the soldier must learn to be and perform the task. The Compiled Data Form, Appendix 2, was used to one are the observation and analysis data. Selected information from the Tas Prioritization Checklist was recorded directly on this form. Specifically three variables were used to determine the language skills involved. They were:

- 1. Methods of teaching.
- 2. Methods of testing.
- 3. The actual respondents' ratings of the four English language skills.

From each of the three variables the following skills were determine.

VARIABLE	ENGLISH LANGUAGE SKILLS
Methods of Teaching demonstration lecture hands on self-paced	listening, listening, writing = listening reading, writing =

Methods of Testing performance oral written

listening speaking writing, reading

Rating of English Language Skills listening speaking reading writing

\*a response of 2 or 3 on a scale of 1 to 3 was tallied

a response of 1, 2, or 3 on a scale of 1 to 5 was tallied

\*See Al

In order to determine the relations of the various skills in the MCS, data from the three variables were tallied on the Percentage Language Skills Form. An average was then found using the following formula:

TR + TxVxR = % of use

T = total number of tasks per cluster

V = language skill variable per cluster\*\*

R = maximum number of respondents in any task in that cluster

TR = total tally of responses per task per skill

% of use = use of the language skill in the task

Percentages found in this MOS were:

Listening 65% Speaking 43% Reading 37% Writing 37%

As shown by the figures, listening is the most important skill in this MOS. However, in particular duty sections, percentages varied. Appendix 3, the Percentage Language Skills Form, shows the actual skill percentages in each duty position.

\*\*See A3

Organization of structural and lexical items was done by comparing a structural and lexical list extracted from the Soldier's Manual with a structural inventory list extracted from ALC (American Language Center) materials through Volume 2400, at the end of which a trainee is normally qualified for Specialized English Technial Terminology training. By comparing the lists redundancies were eliminated, leaving the final list of structural and lexical items indicated by grammatical title in Appendix 5.

#### SUMMARY/CONCLUSION:

Organization of the data included the recording of responses on the Task Inventory Compiled Data Form, use of the Percentage Language Skills Form, and the DLIELC in-house structural analysis list. Skills were analyzed by duty section. The actual lexical items in this MOS were grouped and listed task by task. This information was then used to determine the specific Job Language Performance Requirements.

## SECTION III

# CLUSTERING OF COMMON AND DUTY POSITION TASKS

## INTRODUCTION

Due to the overlapping of certain elements among the various MOS, tasks were clustered in order to prevent duplication of effort for each MOS.

This section contains a listing of the clusters for this MOS. JOB LANGUAGE
PERFORMANCE
REQUIREMENTS
(CLUSTERS)

JOB LANGUAGE
PERFORMANCE
REQUIREMENTS
(CLUSTERS)

FIGURE 4

## SECTION III: CLUSTERING OF COMMON AND DUTY POSITION TASKS

Clustering was done by using the common and duty position tasks in the Soldier's Manual.

The following clusters are in this MOS:

- 1. FIRST AID
- 2. NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS
- 3. MIGAI RIFLE
- 4. SMALL ARMS
- 5. HANDLING OF PRISONERS

## SECTION IV

JOB LANGUAGE
PERFORMANCE REQUIREMENTS

## INTRODUCTION

This section discusses the format for the Job Language Performance Requirements.

SECTION IV: JOB LANGUAGE PERFORMANCE REQUIREMENTS

The format for the Job Language Performance Requirements is:

TASK: CONDITION: STANDARD:

A. TASK

The Job Language Performance Requirements state the language tasks the soldier must do in studying/performing specific MOS job tasks. A task addressing language would be one of reading, listening, speaking or writing. Job tasks, as seen in the Soldier's Manual, are those which pertain to the soldiers duties. To write these as language tasks required the following explanations of what the soldier would speak, read, listen and write. Below are the kinds of explanations that had to be made in this MOS.

SPEAKING

## Produces oral utterances to report/inform/explain/elicit response/respond.

Analysis of this MOS indicates verbal reports entailing those activ.:ies directly related to the soldiers job tasks.

The speaking act to respond or elicit response in this MOS is an oral response to a command or visual signal.

Speaking to explain involves situations of instruction in any training situation.

Speaking to inform involves producing oral utterances to communicate necessary information.

READING

#### Read for information/to learn.

Printed and written materials are used throughout this MOS. The soldier is expected to read technical manuals, fields manuals, soldier's manual, written communication and audio-visual aids. Content of these materials is presented in formats and styles ranging from simple factual words or sentences to complex passages containing highly technical vocabulary, often with ellipsis. The purpose is to teach the student, so the student reads them to learn. Reading to learn involves reading names, attributes, information, procedures, explanations of how systems work, concepts, vocabulary terms, and definitions which are committed to short or long term memory for immediate or later recognition.

Basically, the soldier will use these reading materials to supplement what is stated in a lecture by integrating the information from the different texts or written communiques into his understanding of the previous lecture.

The soldier must develop the ability to understand the words in context, to read in thought units, and then select and understand the main ideas. The soldier must retain, apply, and integrate these ideas with past experience to use in his MOS.

Reading to learn, then, is a synthesis. What is read is to be retained in memory for integration in new experiences.

Reading for information, on the other hand, is quite different. The read material is to be retained only in short term memory, used for a specific purpose (i.e., look up a metric equivalent of 37 pounds) and then forgotten.

#### LISTENING

## Listen to oral information to learn/to report.

In this MOS, lecture is a main method of instruction. The lecture is often supplemented by a demonstration. The soldier listens to the lecture to learn data pertinent to the task. Analysis of lecture presentations indicated many language variables. The soldier hears sub-standard usages, various registers of style and formality, colloquialisms, even profanity, in situations ranging from a barracks to a field. The soldier must differentiate between the types of language functions. Is it expression, exchange, description, explanation, argumentation, persuasion, statement, request, or order? The oral information may be directly from the speaker and/or indirectly such as over the telephone, radio, TV, or tape. The soldier must organize and gain meaning from what is heard. Out of all these variables, the soldier must identify or infer the main ideas or major points.

Analysis of this MOS did not and could not specify all types of spontaneous language the soldier would be exposed to. The POI, though, does show the general form of the constrained oral language the soldier must listen to in order to learn the task.

#### B. CONDITIONS

The condition is what the soldier will be given in order to do the task. For the MOS job, the soldier is given paper, pencil, and printed materials. For language purposes, he will be given certain structural and lexical features as found through the data gathering and organizing from interviews and observations. Again, for the job that the soldier will be given, the material may be under normal working conditions, though other conditions may be added such as with or without protective gear or in darkness.

The soldier will read lists, tables, procedures, checklists or signs, and will hear scenarios, lectures, explanations, and commands. Therefore, these are listed with the Job Language Performance Requirements as possible conditions.

## C. STANDARDS

The standard for our purpose is 100%. A standard for understanding or speaking cannot be tested as saying the soldier will disassemble a .45 caliber pistol in eight minutes. Because of this, 100% understandable speech or 100% legibility is used as a reference.

## SUMMARY/CONCLUSION:

The Job Language Performance Requirements including tasks, conditions, and standards, were first written for each task cluster. The clusters were then combined into the Job Language Performance Requirements for the entire MOS.

## SECTION V

JOB LANGUAGE PERFORMANCE REQUIREMENTS (CLUSTERED)

#### INTRODUCTION

Sections I, II, III, and IV described how Job Language Performance Requirements were identified and constructed.

This section contains the Job Language Performance Requirements for each task cluster pertinent to this MOS.

#### FIRST AID

## I. PERCENTAGE LANGUAGE SKILLS

Listening 68% Speaking 63% Reading 47% Writing 40%

## II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn

CONDITIONS: Given oral instructions in any training situation

(Appendix 4), using standard and non-standard structural

and lexical items (Appendices 5 & 7)

STANDARDS: 100% understanding of oral communication

TASK: Listen to respond

CONDITIONS: Given a medical scenario involving simple questions about

an illness in any training situation (Appendix 4), using standard and non-standard structural and lexical items

(Appendices 5 & 7)

STANDARDS: 100% understanding of oral utterances

TASK: Produce oral utterances to explain

CONDITIONS: Given a simple medical scenario requiring an oral

interpretation in any training situation (Appendix 4), using standard and non-standard structural and lexical

items (Appendices 5 & 7)

STANDARDS: 100% understandable oral communication

TASK: Produce appropriate oral responses spontaneously or upon

request

CONDITIONS: Given any verbal stimulus in the form of questions, sce-

narios or instructions in any training situation

(Appendix 4), using standard and non-standard structural

and lexical items (Appendices 5 & 7)

STANDARDS: 100% understandable oral responses

TASK: Read for information

CONDITIONS: Given printed MOS training materials in the form of cap-

tioned illustrations, procedures, tables and explanations

STANDARDS: 100% understanding of printed content

TASK: Write to record and report

CONDITIONS: Given a requirement to complete forms and produce a writ-

ten report

STANDARDS: 100% understandable and legible written content

SIMPARDS. 1004 didetatalidable and legible willies content

## III. TASK NUMBERS AND TITLES

191-381-0101 Perform the Four Lifesaving Measures

#### NUCLEAR, BIOLOGICAL AND CHEMICAL OPERATIONS

## I. PERCENTAGE LANGUAGE SKILLS

Listening 70% Speaking 47% Reading 37% Writing 38%

## II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn

CONDITIONS: Given oral instructions in any training situation

(Appendix 4), using standard and non-standard structural

and lexical items (Appendices 5 & 7)

STANDARDS: 100% understanding of oral communication

TASK: Listen to perform

CONDITIONS: Given oral warnings or verbal commands regarding simu-

lated NBC situations (scenarios) in any training

situation (Appendix 4), using standard and non-standard

structural and lexical items (Appendices 5 & 7)

STANDARDS: 100% understanding of oral utterances

TASK: Produce appropriate oral responses spontaneously or upon

request

CONDITIONS: Given any verbal stimulus in the form of questions, sce-

narios or instructions in any training situation

(Appendix 4), using standard and non-standard structural

and lexical items (Appendices 5 & 7)

STANDARDS: 100% understandable oral responses

TASK: Produce oral utterances to inform and respond

CONDITIONS: Given NBC situations requiring oral alarms

STANDARDS: 100% understandable oral utterances

TASK: Read to learn

CONDITIONS: Given printed MOS training materials in the form of

procedures, captioned illlustrations and notations

defined as explanations

STANDARDS: 100% understanding of printed content

TASK: Read for information

CONDITIONS: Given printed MOS training materials in the form of

procedures, captioned illustrations and notations defined

as explanations

STANDARDS: 100% understanding of printed material

TASK: Write to record and report

CONDITIONS: Given a requirement to produce a written report STANDARDS: 100% understandable and legible written content

100% differstationante aug tellinte at

# III. TASK NUMBERS AND TITLES

191-381-0104	Maintain Protective Mask and Accessories
191-381-0105	Put On a Protective Mask
191-381-0106	Decontaminate Self and Individual Equipment
191-381-0107	Administer Antidote to a Nerve Agent Casualty
191-381-0108	Apply Artificial Respiration to a Chemical Agent Casualty
191-381-0109	Determine Personal Needs and Hygiene in a Chemical Environment

#### M16Al RIFLE

## I. PERCENTAGE LANGUAGE SKILLS

Listening 63% Speaking 31% Reading 32% Writing 33%

## II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK: Listen to learn and perform

CONDITIONS: Given oral instructions or verbal commands in any

training situation (Appendix 4), using standard and nonstandard structural and lexical items (Appendices 5 & 7)

STANDARDS: 100% understanding of oral communication

TASK: Produce appropriate oral responses spontaneously or upon

request

CONDITIONS: Given any verbal stimulus in the form of questions, sce-

narios or instructions in any training situation

(Appendix 4), using standard and non-standard structural

and lexical items (Appendices 5 & 7)

STANDARDS: 100% understandable oral responses

TASK: Produce oral utterances to inform and respond

CONDITIONS: Given a requirement to produce a verbal report in any

training situation (Appendix 4), using standard and nonstandard structural and lexical items (Appendices 5 & 7)

STANDARDS: 100% understandable oral utterances

TASK: Read to learn

CONDITIONS: Given printed MOS training materials in the form of

procedures, captioned illustrations, warnings and

references

STANDARDS: 100% understanding of printed content

TASK: Read for information

CONDITIONS: Given printed MOS training materials in the form of a

range card

STANDARDS: 100% understanding of printed content

TASK: Write to record

CONDITIONS: Given a requirement to complete a range card STANDARDS: 100% understandable and legible written content

#### III. TASK NUMBERS AND TITLES

191-381-0115 Maintain the M16Al Rifle

191-381-0116 Engage Targets During Daylight with the M16Al Rifle

191-381-0117 Engage Targets at Night with the M16Al Rifle

#### SMALL ARMS

## I. PERCENTAGE LANGUAGE SKILLS

Listening 66% Speaking 27% Reading 24% Writing 30%

#### 11. JOB LANGUAGE PERFORMANCE REQUIREMENTS

TASK:

Listen to learn and perform

CONDITIONS:

Given oral instructions or verbal commands in any

training situation (Appendix 4), using standard and nonstandard structural and lexical items (Appendices 5 & 7)

STANDARDS:

100% understanding of oral communication

TASK:

Produce appropriate oral responses spontaneously or upon

request

CONDITIONS:

Given any verbal stimulus in the form of questions, sce-

narios or instructions in any training situation

(Appendix 4), using standard and non-standard structural

and lexical items (Appendices 5 & 7)

STANDARDS:

100% understandable oral responses

TASK:

Produce oral utterances to inform

CONDITIONS:

Given a requirement to produce a verbal report in any

training situation (Appendix 4), using standard and nonstandard structural and lexical items (Appendices 5 & 7)

STANDARDS:

100% understandable oral utterances

TASK:

Read to learn

CONDITIONS:

Given printed MOS training materials in the form of cap-

tioned illustrations, procedures and references

STANDARDS:

100% understanding of printed content

TASK:

Read for information

CONDITIONS:

Given printed MOS training materials in the form of a

range card

STANDARDS:

100% understanding of printed content

TASK:

Write to record

CONDITIONS:

Given a requirement to complete a range card

STANDARDS:

100% understandable and legible written content

## III. TASK NUMBERS AND TITLES

191-381-0118 Maintain a Caliber .45 Pistol

191-381-0119 Engage Targets with a Caliber .45 Pistol

191-381-0120 Maintain a Caliber .38 Revolver

191-381-0121 Engage Targets with a Caliber .38 Revolver

191-381-0122 Maintain a 12-Gauge Shotgun

191-381-0123 Engage Targets with a 12-Gauge Shotgun

V-6-95C

24

#### HANDLING OF PRISONERS

## I. PERCENTAGE LANGUAGE SKILLS

Listening 57% 46% Speaking Reading 46% Writing 45%

## II. JOB LANGUAGE PERFORMANCE REQUIREMENTS

Listen to learn TASK:

CONDITIONS: Given oral instructions in any training situation

(Appendix 4), using standard and non-standard structural

and lexical items (Appendices 5 & 7)

STANDARDS: 100% understanding of oral communication

TASK: Listen for information

CONDITIONS: Given oral instructions to perform task specific assign-

ments in any training situation (Appendix 4), using stan-

dard and non-standard structural and lexical items

(Appendices 5 & 7)

100% understanding of oral information STANDARDS:

TASK: Produce appropriate oral responses spontaneously or upon

request

CONDITIONS: Given any verbal stimulus in the form of questions, sce-

narios or instructions in any training situation

(Appendix 4), using standard and non-standard structural

and lexical items (Appendices 5 & 7)

STANDARDS: 100% understandable oral responses

Produce oral utterances to inform TASK:

Given a requirement to produce a verbal report in any CONDITIONS:

> training situation (Appendix 4), using standard and nonstandard structural and lexical items (Appendices 5 & 7)

100% understandable oral utterances STANDARDS:

TASK: Read to learn

CONDITIONS: Given printed MOS training materials in the form of

procedures, descriptions, SOPs and DA forms

STANDARDS: 100% understanding of printed content

Read for information TASK:

Given printed MOS training materials in the form of CONDITIONS:

instructions, charts, captioned illustrations, explana-

tions and procedures

STANDARDS: 100% understanding of printed content

TASK:

Write to record and report

CONDITIONS:

Given the requirement to complete forms and produce

written reports

STANDARDS:

191-382-0103

191-382-0110 191-382-0115 100% understandable and legible written content

## III. TASK NUMBERS AND TITLES

191-381-0125 Review the Confinement Order (DD Form 497) 191-381-0126 Conduct a Frisk Search of a New Confinee 191-381-0129 Segregate Authorized and Unauthorized Property 191-381-0130 Conduct a Strip Search 191-381-0132 Communicate with Prisoners Detect Symptoms of Unusual or Potential Deviant Behavior 191-381-0133 191-381-0134 Apply Priorities of Force 191-381-0135 Observe Prisoner's Rights and Privileges Pertaining to Inform the Prisoner of His Rights Pertaining to Visitors 191-381-0136 191-381-0137 Explain Prisoner Status 191-381-0138 Control Prisoners with Restraining Devices 191-381-0142 Process Prisoner Passes Check Prisoner Passes 191-381-0143 Escort Prisoner(s) Within the Facility 191-381-0144 191-381-0147 Escort Prisoners on Foot 191-381-0148 Escort Prisoners by Motor Vehicle 191-381-0152 Perform as Tower Guard 191-381-0155 Verify Release Order 191-381-0156 Conduct Vehicle Searches 191-381-0157 Control Packages and Materials 191-381-0158 Maintain Personnel Accountability 191-381-0161 Check Prisoners for Proper Uniform Detect/Collect Contraband and Unauthorized Articles 191-381-0162 Conduct Schedule of Calls 191-381-0163 Maintain Accountability of Prisoners 191-381-0164 Control Materials and Supplies Within Cellblock Area 191-381-0165 Control Personnel Entry and Exit from Cellblock Area 191-381-0166 Search Visitor's Room Before and After Visits 191-381-0170 191-381-0171 Assist in Control of Prisoner Visits Maintain Accountability of Silverware During Mealtimes 191-381-0174 191-381-0176 Control Prisoner Movements in Dining Facility 191-381-0178 Observe Prisoners in Close Confinement 191-381-0179 Conduct Physical Training Within Close Confinement Control Shower and Shave Call Within Close Confinement 191-381-0180 191-381-0186 Take Action in Case of Fire 191-381-0187 Take Action in Case of Disorder 191-381-0188 Take Action in Case of Escape Complete Disciplinary Report 191-381-0194 Complete Observation Report 191-381-0195 Supervise Processing a Prisoner into Confinement Facility 191-382-0101 191-382-0104 Issue Health and Comfort Items to Confinees

Assist Prisoners in Solving Problems

Supervise a Shakedown Inspection

Supervise Prisoner Transfer and/or Release\_

191-382-0116	Inspect Physical Security of a Cellblock
191-382-0118	Supervise Control Procedures During Prisoner Feeding
191-382-0119	Supervise Prisoner Visits in Visitor's Room :
191-382-0125	Conduct Facility Roll Call
191-382-0126	Conduct Facility Head Counts
191-382-0135	Direct Work Activities Within Facility

## SECTION VI

JOB LANGUAGE PERFORMANCE REQUIREMENTS (Entire MOS)

## INTRODUCTION

This section contains language tasks for each generic skill for this MOS. Listed below each task are the types of receptive or productive language activity involved.

## LISTENING

TASK: Understand oral language intended to inform or instruct.

CONDITIONS: Given explanations, procedures, rules, instructions or definitions in simple to complex lexicon and syntax, formal

or informal registers, casual or colloquial speech, military jargon, slang or dialectical speech in any training situation.

(Appendices 4, 5 & 6)

STANDARDS: 100% understanding and assimilation of presented oral language

task.

The following are specific conditions found in this language task:

Warnings

Described situations

Directions

Lectures

Commands, Orders

Sound tracks (films, tapes)

Standard/Non-standard English

Instructions SQT questions

TASK:

Understand spontaneous oral language or language via a tec .....

medium - such as a radio telephone - intended to inform and

elicit responses.

CONDITIONS: Given scenarios, questions, commands or requests in simple 20

complex lexicon and syntax, formal or informal registers,

casual or colloquial speech, military jargon, slang or dislectical speech in any training situation. (Appendices 4, 5, & 6)

STANDARDS:

100% understanding and assimilation of oral language in order

to apply and respond.

The following are specific conditions found in this language task:

Shouting

Radio communications

Coded messages

Spellings

Conversation

Requests

## SPEAKING

TASK: Formulate and produce appropriate oral responses spontaneously.

CONDITIONS: Given any verbal stimulus in the form of questions, scenarios,

instructions, or cues in any training situation.

(Appendices 5 & 6)

STANDARDS: 100% understandable oral response using correct lexicon and

syntax for the training situation.

The following are specific conditions found in the language task:

Explanations
Statements
Repetitions
Counting
Corrections
Assignments
Notifications
Oral reports

Answers

Clarifications

Information

TASK: Produce oral

Produce oral utterances to interact and communicate spontaneously

or via a technical medium such as radio telephone.

CONDITIONS:

Given a communicative situation (Appendices 4, 5, & 6

Soldier's Manual) in any training situation.

STANDARDS:

100% understandable communication using correct lexicon and

syntax for the communication act.

The following are specific conditions found in this language task:

Requesting information Requesting permission Transmitting messages Call signs Vocal signals

Shout warnings Radio communications

Target locations Directions (N,S,E,W)

Directions, general

Requests for fire

Report on the results of fire

Challenges/Passwords

Training sessions

Interaction

## READING

TASK: Read MOS training in the form of printed prose or graphic

representations in order to learn processes, concepts, vocabulary, definitions and identifications, to calculate

problems, intercept codes and complete forms.

CONDITIONS: Given technical, non-technical, lexical and structural features

in simple to complex printed form in any training situation.

(Appendices 4, 5 & 6)

STANDARDS: 100% understanding of printed content.

The following are specific conditions found in this language task: Captions with illustrations.

Lists Extracts Procedures Columns Information Indices Definitions Charts Outlines Methods

Signs Technical Vocabulary

Standard Operating Procedures Markers

References Cartoons Rules Problems Maps Manuals

Flags Graphic Training Aids

Military Documents

I.D. Papers Regulations

TASK: Identify, understand, and interpret written utterances pertinent

to MOS training in technical or non-technical language.

CONDITIONS: Given technical, non-technical, lexical and structural features

in simple to complex written form in any training situation.

(Appendices 4, 5 & 6)

STANDARDS: 100% understanding of written content.

The following are specific conditions found in this language task:

Lists Information Descriptions

Radiation readings off dosimeter

Coordinate scales Callsigns-suffices Three-letter codes Examples

Calculations Markings

Radio communications

Range cards Notes Messages

VI-5

# WRITING

TASK: Upon instruction, write in conventional orthography, letter,

numbers, words or sentences appropriate to the training

situation.

CONDITIONS: Given standardized forms, paper or answer sheets and the

instructions to list, answer, describe or recall.

STANDARDS: 100% syntactical and lexical correctness and legibility of

writing which is also appropriate in style and usage to training

situations. (Appendix 4)

The following are specific conditions found in this language task:

Ratings
Signatures
Range cards
Data symbols
Answers
Descriptions
Notes
Reports

TASK: Write, in conventional orthography, letters, or specialized code,

numbers, words or sentences in order to transmit or record

information.

CONDITIONS: Given standardized forms or paper and oral communication.

STANDARDS: 100% syntactical and lexical correctness of writing which can

be read by another speaker of English.

The following are specific conditions found in this language task:

Technical forms

Codes

Grid coordinates

Decoded messages

Encoded messages

Logbooks

Plottings

Figures

Reports

Tags

Range cards

Applicable DA forms

### APPENDICES

Task Prioritization Checklist
 Task Inventory Compiled Data Forms

Percentage Language Skills
 Observation Form

5. Structural/Lexical list

6. Vocabulary (DLIELC in-house)

Vocabulary (machine-generated)
 English Language Structures

# TASK PRIORITIZATION CHECKLIST

This Checklist was approved by the Department of the Army in 1980.

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# TASK INVENTORY COMPILED DATA FORM

This form was used to record data from the Task Prioritization Checklist.

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2	reading		121
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	performance		117
. 8 5	self_paced		77.
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. TO 51	demonstration lecture	<u> </u>	1144
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2	reading	13711137311373737	DEDEKDKEKOKADO	OOKOOMEOEKOONO KOKEEN	1
RATING OF ELS	speaking	14.1.1.13.3.3.3.3.3.3.3.3.3.3.3.3.3.3.3.	UNANANANANAN	0.75.000(3.73.000027.027.37	14
	listening	MANANTAN ANALASAN	(4 4 4 4 1 1 1 4 4 4 4 4 4 4 4 4 4 4 4 4	1111111133333311111111333	Ť,
SAG DA	written	133111131111313	1131 3111 1137 111		7
METHODS OF TESTING	oral		11-11-12-13-11-13-11-1		13,
¥ +	performance	4441414444114	4331113431113731	111111111111111111111111111111111111111	1
g	self-paced	1333 11 31 31 31 11 3	141111111111111111111111111111111111111	111111111111111111111111111111111111111	17,
	hands-on		144,144,44		14
METHODS OF TEACHING	demonstration lecture				Z,
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	difficult?	411114014111114	111111111111111111111111111111111111111	भूगतिम् वृत्ततिस्य समित्रः । । । । । । । । । । । । । । । । । । ।	
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	lecture			713	+
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<u> </u>	listening	133131333	<u> </u>	4444111114447	1444 1211 21 4 4 4 4 4 4	
METHODS OF TESTING	written		<u> </u>	1737-1711-1717	12/1/12/11/12/12/12	
	oral			444111414411		
2 F	performance	1440101444		3 4 4 3 6 1 1 1 1 1 3 3 3 1 1 3	1444 11 11 11 11 11 11 11 11 11	
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	lecture	ZZZZUZUZZZ	YERYEUNUU YYYY	30 4 A 1 A 1 A 4 A A A	5/3/14/1/15/3/3/3/4	
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	difficult?	1111111111		1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1		
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	writing	113.7.7	1/2/2/11	11/3/1/	7377	
RATING OF ELS	reading speaking	1/3/3	++++++			
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	written	1,1,1,1	11/1/1	1/1/1/1	11,317,1	
METHODS OF TESTING	oral	100/1	11/1/1/	11111		
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	self-paced		1/7/1	1/4/4		
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CRITICALITY	equipment		+			
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RATING OF ELS	reading speaking listening				
METHODS OF TESTING	written oral performance	LEK DELINIEREN LEKENTEN FRANKLINEN FRANKLINEN			
METHODS OF TEACHING	self-paced nands-on demonstration lecture				
CRITICALITY	danger to person or equipment importance				
UNIT	difficult?		+++		
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RATING OF ELS	writing reading speaking listening	77			
METHODS OF TESTING	written oral performance	77 7477 7444 7 17 117 117 1171 1171 1171			
METHODS OF TEACHING	self_paced hands_on demonstration lecture		131		
CRITICALITY	danger to person or equipment importance		+++		
AIT	difficulty? tested? taught?				
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53	MOS	3	NUME	BER OF RESPONDENTS		
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RATING OF ELS	speaking listening	0002026 200000			<u> </u>	ij
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METHODS OF TESTING	oral	1111111111	ליינגעיר לייניעל קייויגווייניויול			1
9	performance self_paced	11111112	770001000107			7
METHODS OF TEACHING	nands-on demonstration	11117117	<u> </u>	ZZUZUNUNUZZUUZ ZZUZUNUNUZZZU		4
<u> </u>	lecture danger to	111111111111111111111111111111111111111	-	7711131113727	22112112112112223312 bbd.bdbbbbbbbbbbbbbbbbbbbbbbbbbbbbbb	1
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RATING OF ELS	speaking listening					ł
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NETHODS OF TESTING	oral performance		17   2   1   1   1   1   1   1   1   1   1		7177 7177	
<del> </del>	self_paced		1/21/2		1/2/1/2/18/18/18/18/18/18/18/18/18/18/18/18/18/	-
NETHODS OF TEACHING	hands-on demonstration		31/3 1/33	41.13		<u>L</u>
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14.	Mos	NUMBER OF RESPONDENTS			
PAGE	DATA OBTAINE	D FROM TRAINING SPECIALIST			
RATING OF ELS	reading speaking listening	77777777777777777777777777777777777777			
METHODS OF TESTING	written oral performance				
METHODS OF TEACHING	se.f-paced hands-on demonstration lecture	XXXXXXIXIIXIIXXXXXXXXXXXXXXXXXXXXXXXXX			
CRITICALITY	danger to person or equipment importance				
UNIT	difficult?	in a light in the first of the processing the processing the first of			
	MOSNUMBER OF RESPONDENTS  DATA OBTAINED FROMTRAINING SPECIALIST				
RATING OF ELS	writing reading speaking listening	77.77 7.77 7.77 7.77 7.77 7.77 7.77 7.			
METHODS OF TESTING	written oral performance	7177 1117 1117 1170			
METHODS OF TEACHING	self_paced hands_on demonstration lecture				
CRITICALITY	danger to person or equipment importance				
AIT	difficulty? tested? taught?				
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# PERCENTAGE LANGUAGE SKILLS

This appendix contains the computations for the percentages of listening, speaking, reading and writing involved in each cluster.

Some clusters have two sets of computations because some Task Prioritization Forms were received after original computations and had to be added on.

A3-1

# PERCENTAGE LANGUAGE SKILLS MOS 950

**FORMULA** LISTENING -oral (test) -demonstration -si aced -lecture -lecture -rating (scale) -wr ten (test) -self-paced any task -hands-on ny (scale) -written (test -r: -performance -rating (scale) (test) in -rating (scale) **3 -** 160% Cluster 5 = 100% 2 = 100% 4 = 100% 1.20 AL 145×12-60 187812-24 189 185 8 7 15 ver of tasks ...
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ximum rumber of 60541.000 630% 47.70 NRC 6x5x12= 360 6x21 2=144 12 - 2/6 50 50 52. 360, -23 000 10 , 27. Milber Rills 3x5x12= 180 131212:72 12.13 12/05 13 191-381-0115 ,622 121 11 0117 : 15.

# PERCENTAGE LANGUAGE SKILLS MOS 950

**FORMULA** LISTENING Mix . \_ MRIII ... SPEAKING -demonstration -oral (test) -sel paced -lecture -lecture -rating (scale) -wr. ich (test) -self-paced -hands-on n. (scale) -written (test, of respondents in any task -performance -ration (ecale) (test) -rating (scale) 3 - 1000 5 = 100% 2 = 100% Cluster  $4 = 100^{\circ}$ 6434 12= 350 6×21 2: 144 6 - 15 - 16 38 464 50 48 236 22 16 37 16 13 22 5 1 45 191-18-0115 TH. .) 101 31 6 23 65:10 27% 50x=x 16= 4000 50x2x16=1600 - 16: 2405 349 237 4:1 449 4.0 5.7 400012-9 100 5/12 4690 46

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# OBSERVATION FORMS

The attached forms were taken to the actual training where observers recorded actual training situations and language used in the training. These forms were used to indicate the CONDITIONS for the Job Language Performance Requirements in this MOS.

MOS	PER	SON RECORDING	MOITAGOL (7)		
SUB.	JECT	* TASK NUMBER IF KNOWN			
Phys	sical Environment of Instruction		`\		
A. B. C.	Large enclosed area (bleacher sites) (Warehouse size)	errain) . Styles of Communication In	estructor, Verbal orders		
•	ia of Instruction	A. Formal Speech B. Informal Speech C. Regional/Ethnic D. Body Language E. Profanity F. Shop talk/slang G. Non-standard English I. Other Comments:			
A. B. C. D. E. F.	ilms video cassettes Graphic Training Aids (diagrams, etc. Illustrations (requiring reading/no Maps Mock-ups	)			
G. H. I. J. K. L. M. N. O. P.	Models/Aimulate Real equipment Transparencies Tape cassettes Training Publications (required/avail Signs/Notices P.A. System Normal Voice Soldier's Manual Chalkboard		piece of equipment/device - written)		

# Instructional Ratio

- A. Instructor;ots-to-one/class
- B. Peer/one-to-one
- C. Group or Committee Group (group of instructors of whom one teaches one portion of the whole)
  - Small (12 or less)
  - Large (more than 12)
- D. Other

Comments:

E. Questions

Comments:

# STRUCTURAL/LEXICAL LIST

Attached is the list of structural and lexical items for this MOS. (For discussion, see Section II)

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### STRUCTURAL ITEMS

### SENTENCE PATTERNS

SIMPLE: One subject and one predicate

- 1. Subject and action verb Firer aims.
- Subject and action verb and direct/indirect object Many things cause burns.
- 3. Subject and linking verb and subjective complement This is very important.

COMPOUND: Two or more sentences joined by:

1. Coordinating conjunction

Explain the task and ask the trainees if they understand the task, and the conditions they are expected to perform at the end of the session, the conditions under which they must operate, and the standard they must achieve.

2. Conjunctive adverb

Do not start or stop the vehicle while the radio is on or you may damage the set.

3. Semicolon

A light pressure is exerted on the driving spring when the bolt is forward; however, never attempt to cock the gun while the backglata is off and the driving spring assembly is in place.

COMPLEX: One or more dependent clauses

1. Adjectival (functions as an adjective by modifying nouns and pronouns)

At the bottom of the map you will find three different bar scales which will help you to change map distance to miles, meters, or yards.

- 2. Adverbial (functions as an adverb by modifying verbs, adjectives, and other adverbs) The mouth-to-nose method is performed in the same way except you blow into his nose while you pinch his lips closed with one hand.
- 3. Noun (functions as a noun) The person who is performing artificial respiration quickly blows into the casualty's lungs after each five compressions.



### SENTENCE TYPES

#### 1. INTERROGATIVE

(do, does, modal, wh-, tag, inverted) But what about the other 15 meters? Ask, "What is there?"

### 2. DECLARATIVE

Classified information will not be discussed over the telephone.

### 3. EXCLAMATORY

HALT!

#### 4. IMPERATIVE

Issue the challenge in a soft voice and wait for the (requests, commands, second person (singular/plural, negative/affirmative), First and second person (let's)) stranger to reply with the correct password.

#### 5. ELLIPSIS:

Split the bracket until fire for effect is possible. Most common type of ellipsis--subject deleted

### 6. FRAGMENT

Movement to occupy a position. All other parts.

## ADVERBIAL CLAUSES

# 1. PURPOSES

Training must be conducted so that at least 80% of the students caraccomplish the task trained to the standards specified for the task.

#### 2. CONTRAST

Although natural terrain features are likely not to change and make good reference points to orient a map, you may also use manmade features such as roads, bridges, etc., to orient your map.

#### 3. COMPARISON

Place suitable material under him as well as over him if necessary.

# 4. RESULT

Blending is the use of camouflage materials on, over, and around an object so that it appears to be part of the background.

راز دا

### 5. MANNER

Take deep breath and place mouth around soldier's mouth; then blow forcefully as you observe his chest.

#### 6. TIME

When you have to go a certain distance on foot without any landmark: to guide you, you can measure distance pretty accurately by counting your paces.

Split the bracket until fire for effect is possible.

#### 7. PLACE

Loosen clothing at neck, waist, and other places where it tends to bind.

#### 8. CAUSE

Be careful not to depress the trigger, since this will cause the firing pin to be relessed.

#### 9. ADVERSATIVE

The casualty has no fractures, but has a bleeding wound.

#### 10. CONDITION

If it isn't, your rifle can still fire, but it could possibly explode, causing you harm.

#### **PHRASES**

### 1. GERUND

(upon) Hearing the correct password, give permission to pass if you have no other reasons to doubt.

### 2. PARTICIPIAL

Using a straightedge draw a line between the two objects.

# 3. INFINITIVE

To camouflage exposed skin paint the shiny areas with a dark color.

### 4. PREPOSITIONAL

Under certain light conditions, front sight ports can be seen, but you can't determine whether you are looking through, above, or to the side of the rear sight sperture.

# LEXICAL ITEMS

### **ADJECTIVALS**

"rifle bore cleaner"
"waste material"
"burning residue"
"semi-fixed ammunition"
"extracting/loading ammunition"
"firing hammer"
"four life-saving steps"
"chest/heart massage"
"tourniquet material"
"field material"
"field condition"
"mouth-to-mouth resuscitation"

#### **ADJECTIVES**

1. WORD + ABLE

AVAILABLE

- 2. COMPARATIVES
  Threat main tanks are smaller than the US main battle tanks.
- 3. SUPERLATIVES

  The most dangerous targets are those that see you, have the capability of killing you, and appear to be preparing to engage you.

#### **PRONOUNS**

- 1. INDEFINITE

  Have someone walk the FDL (if enemy situation permits), and determine dead space (sections of FDL where individual drops below line of sight).
- 2. POSSESSIVE Shake his shoulder and shout, "Are you OK.?".
- 3. SUBJECTIVE

  This will give you correct nomenclature.
- 4. OBJECTIVE

  It will also give you the correct functioning.
- 5. REFLEXIVE Keep yourself clear of the muzzle.

V

#### **VERBS**

#### 1. VERB TENSES

Make sure you clearly understand the task you are to teach.

- --You will be tested.
- -- If they elect to take it, they must complete the test once they have begun the first event or else they will receive a NO GO for the entire test.
- -- If the soldier is breathing, mouth-to-mouth resuscitation is not necessary.
- --When all 10 pebbles have been moved to the left pocket, you have traveled one kilometer.
- -- Have someone walk the FDL and determine dead space.
- -- Sensing is an instantaneous determination by the grenadier as to where the grenade exploded.

present progressive verb present verb (uninflected, third person, indicative) past tense (regular/irregular) present perfect future

#### 2. TYPES

intransitive (You) train for results.

transitive Mask the casualty.

linking
The skin becomes inflamed.

### 3. VOICE

active

recognize appear protect seek is facing secure remove wear explode mask sounds stored points out do require seen could affect has
must be
wipe
rinse
put brush
empty
reassemble
reinstall

6~

passive

given
is protected
is sprayed

are alerted are reported have been corrected are authorized be corrected

passive+verb+ing
"task will be performed
using procedures"
modal+passive voice
"can be determined"
modal+negative+passive
"must not be eliminated"

#### 4. MODALS

You <u>must</u> demonstrate, once every 6 months, that you <u>can</u> meet or exceed the minimum level of physical fitness required of each member of your unit in accordance with the standards contained in AR 600-9.

Personnel over the age of 40 may elect not to take the APFT. The pulse should be found in the soft area between the Adam's apple and the large muscle on the side of the neck.

Injury or death could result.

During surveillance the operator will have to adjust the range focus to get a sharp image at different ranges.

"might have to be placed"
"be"
"will be given"
"should be"
"must"
"must be"
"can"
"can be"
"may be"
"should not be"

#### 5. AUXILLIARIES

(do, does, negative)

Do not zero in under 100 meters.

If the round does not fall within 5 meters of target, zeroing procedures are called for.



#### **GERUNDS**

Sensing is an instantaneous determination by the grenadier as to where the grenade explodes with respect to the target.

#### INFINITIVES

To fire, hold the MI6Al in the rest with your right shoulder firmly against the weapon's butt plate.

### ADVERBS +

1. SUPERLATIVE

When such a line of fire exists, the primary sector will be assigned, based on it, with the FDL being the sector limit closest to the friendly troops.

2. INDEFINITE

The launcher has a heavy coat of oil on working parts, and a light coat of oil elsewhere.

3. FREQUENCY

Apply a little graphite grease to the threads of the antenna section for easy removal and to prevent the sections from seizing if they have been rarely removed.

4. OTHER

Assembly procedure for the grenade launcher  $\underline{\text{merely}}$  reverses disassembly steps.

5. COMPARATIVE

The care, cleaning, lubrication and adjustment of the mount used with the gun are no less important.

#### VERBS AND PREPOSITIONS

Line up the key in the receptacle with the slot in the cable connector

# VERBS AND ADVERB (particles)

Put on the protective mask within nine seconds of the chemical alarm and remain in the contaminated area for at least two minutes without making further adjustments to the mask.

# VOCABULARY (DLIELC IN-HOUSE)

The following vocabulary list was extracted from the Soldier's Manual task by task and then categorized into GENERAL, BASIC AND TECHNICAL vocabulary.

# NOT APPLICABLE

REF: On 15 MAY 1981 agreement between TRADOC and DLIELC was reached that DLIELC In-House Vocabulary would not be produced for this MOS.

### APPENDIX 7

Appendix 7 is the machine-generated vocabulary list. It was not useful for our purposes. It is included as a vocabulary reference.

A7-1

DATA CONTROL NUMBER

## UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

" ADQUARTERS

FORT MONROE, VIRGINIA 23651



PREPARED BY: OPERATIONS DIV. DPFO

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CATE 80260 2118 P. NCRD4	FELD	IMPORTANT	INCLUDED	INFORMED	2	INTACONFINEMENT	()	7000	LEGS	1157		TAN TAN S	CNIA	FCNITOR		\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\\	CB.JECT S		CATERIA	FPPER	PESCEFULLY	FIRSTER	FLUMBING	PCSITION	FUNERI RUCK	FROTEC TON	R. C. L. T.C.R.	RECOMPENDATION	A COLUMNIA C	PEPUPT ING	PESOLVED	PETERNED STATES		SEPRCHING	SFGREGATE	SFACE	SHCU1S	SCIES
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REQUENCY 3 HGRO3	1 HE1GHT	1 1471.62	1 INCIDENT	1 INFORM	I INTO FOTE	I INTERIOR	I INVENTORING	1 JUDG YENY	I KENTING	1 11 11 1	I LOCKS	I MY LY IN TALK	METHOO	1 POLOTINGS	1 KON 1	I NOW WALL	I GBJECTIVE	1 CF/CR	I CRUERED	1 P.L.45	1 PASSING	1 PECTODS 1 PHOTOGRAPHS	1 PLAYERS	1 PCATION	I FOTENTIAL	PROCESSING	1 OUESTICH	I REASONS	1 55.1.11	1 REPLACED	1 REGUIAE	I RESPONATE	1 PULES	I SEARCHES	1 5555 TEST	1 SHAKEDONNS	1 SHOULDER	1 500KS
MOS WURD LISTING/DESCEND COUNTZ WCROZ	I HEATING	1 1MMEDIATELY	1 TAPEDVISED	1 TNDIVIDUAL		1 INTERESTED	1 INTR.STCCK40E	1 JEWELRY	1	1 116167146	וורכאו	1 M.M. M. MG	T AFTER T	1 Miscuilouct	1 ACRE		1 OKEY	I CBTAIN	1 OPPOST *E	1 PACES	1 PARTICULAR	2 PERFORMEDE	1 P1LLUM	1 PCLICE		I PACESSED	I PULLING	1 Kalica . otoro	1 SELECTIONS	C3V(N) R	1 REJUINE	I RESPUND	I ACSTER	1 SEARCHED	1 StCuñe	I SEE	1 SHIRT	I SUXP
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COUNT! WORD!

DATE 80260 2118 PAGE COUNT4 MCRD4	1 SPECIFIC 1 STENDING 1 STERAGE 1 SUPERICAS 1 TEXING
MOS WORD LISTING/DESCENDING FREQUENCY COUNTS WORDS	1 SPECIALLY 1 STAND 1 STUP 1 SUICIDE 1 TABLE 1 TEAJNATION
MOS WORD LI	1 SCUNDS 1 SP4 1 STAY 1 STAING 1 SYLTENATIC 1 TEMPLRAKY

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"Word Crit MOS 95C Skill Level I" OPERATIONS DIV. DPFO

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#### #### ############################	ABLE TION  T		1,2%		_
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MIN WILL TO THE PART OF THE PA	INTERNATION  INTER	!V E			<u>.</u>
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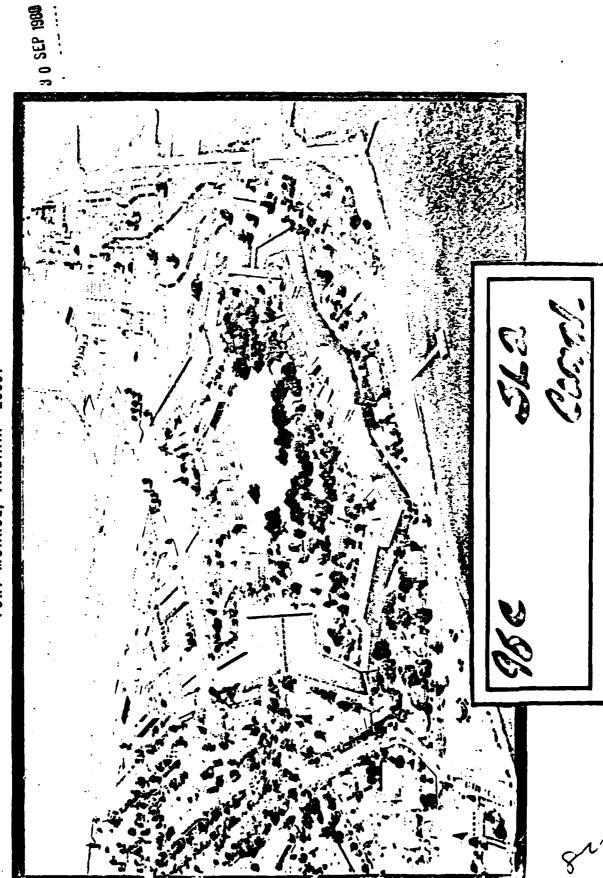
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UNITED STATES ARMY TRAINING AND DOCTRINE COMMAND

FORT MONROE, VIRGINIA 23651



PREPARED BY: OPERATIONS DIV, DPFO

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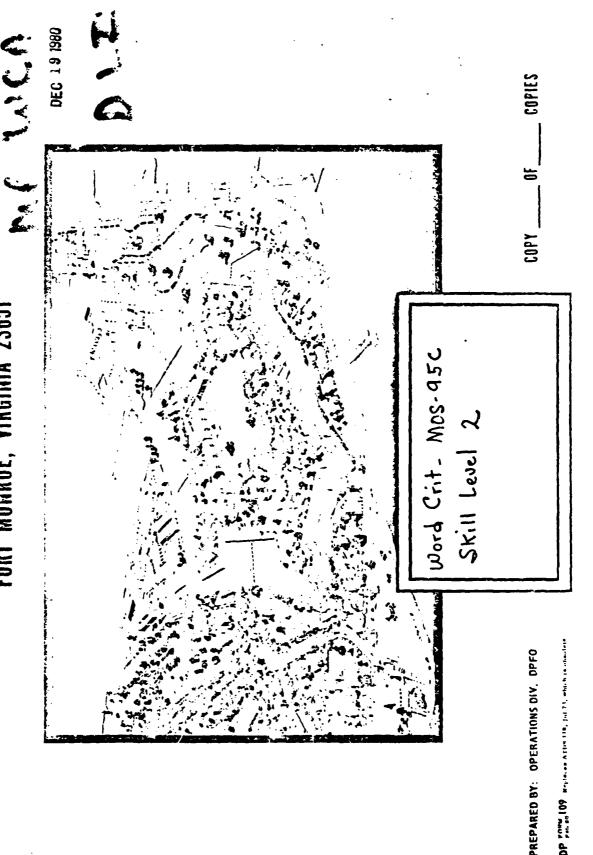
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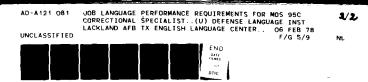
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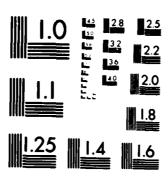
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### APPENDIX 8

### ENGLISH LANGUAGE STRUCTURES AND LEXICON

The following list is included as an addition to the structural and lexical list. These structures and lexical items are very basic.
(See Section II for discussion.)

### LIST OF LEXICAL AND STRUCTURAL ITEMS FOR ENGLISH LANGUAGE STRUCTURES

### Sentences:

A. Declarative
B. Interrogative

statement question

wh- questions
 tag questions

3. yes/no questions command, polite request

C. ImperativeD. Exclamatory

exclamation

### Sentence Complexity:

A. Simple B. Compound

one full subject and predicate

two or more independent clauses joined by:

1. punctuation

2. punctuation and conjunctive adverb

3. coordinate conjunction

C. Complex

one or more dependent clauses and an

independent clause

D. Compound-Complex

two or more independent clauses and one or

more dependent clauses

### Verbs:

A. Concord B. Transitive

C. Intransitive

D. Copula

E. LinkingF. Auxiliaries of tense

G. Auxiliaries of modality

H. Tense I. Aspect subject-verb agreement

takes an object

doesn't take an object

to be

connectors

will, do, did

should, ought to, must to, have to, have got to, able to, can, may, might,

could, would

present, past

perfect, progressive

### Verbal Forms:

A. Present Participle
B. Past Participle

active voice passive voice

### Voice:

A. Active

B. Passive

subject does action
subject does not do action

1. agent expressed

2. agent not expressed

### Nouns:

A. Singular man, pen
B. Plural men, pens
C. Count chairs
D. Mass flour
E. Possessive soldier's
F. Collective fish

### Adjectives:

A. Predicative

B. Attributive

C. Degrees of comparison

1. regular

2. irregular

D. Ordinal/Cardinal

Numbers

The tank is green.

The green tank is moving.

big, bigger

worse, worst

first, one

### Adverbs:

A. Time/Frequency immediately, today, ago
B. Place/Position here, there, everywhere
C. Manner maybe, possibly
D. Negative no, never
E. Comparison of nearest, harder
f. Degree thoroughly, completely

### Articles:

A. Definite a, the
B. Indefinite any, some

### Pronouns:

A. Personal you

B. Demonstrative that

C. Indefinite anybody, both, each

D. Reflexive himself, yourself

E. Cases of I, me, my, mine

F. Relative who, whom, whose

G. Interrogative who, which, what

### Conjunctions:

A. Coordinating and, but, or, nor
B. Subordinating because, if, as, that, after
C. Correlative either, or
D. Conjunctive adverb therefore, furthermore

Np

### Prepositions:

A. Simple

1. place on, in 2. time in, at, on

direction/motion

4. manner/agent/ instrument

by, with

5. measurement/ number amount

of

B. Compound:

according to, because of, by means

Vocabulary:

words from 1100 through 2400 - Elementary and Intermediate Phase of General English materials

Special Expressions/Idioms

"knock it off" "can it, buddy"

Verb Combinations

two word verbs